

# **INDIANA SCHOOL FOR THE BLIND AND VISUALLY IMPAIRED**

## **Severe Weather Staff Leave Policy**

### **Policy O-10**

Consistent with State Personnel Department policies and procedures, it is the policy of the Indiana School for the Blind and Visually Impaired that should inclement weather develop during working hours that may be considered severe in nature, the ISBVI Superintendent or his designee has the discretion to allow employees to leave early in order that they might reach their homes safely. The ISBVI Superintendent or his designee has the responsibility to ensure that sufficient personnel are available to provide adequate staffing of essential school services. On-campus housing may be made available to 1) employees needed to maintain essential school functions, and 2) parents and local school transportation personnel who are stranded due to inclement weather.

Only the State Personnel Director may close state government offices or facilities. If conditions are severe enough to warrant the declaration of a weather emergency, leave without pay may be granted to employees by the ISBVI Superintendent upon request. Employees already on sick leave or on other prior approved leave are not eligible. If conditions are severe enough, employees may elect to use lost, vacation, compensatory, or personal time. Employees will be charged in 15 minute increments if they are allowed to leave early.

Employees staying on campus will only be paid overtime and/or credited with compensatory time for the time actually worked. Sleep and meal times (unless the meal is taken with students in a supervisory or instructional capacity) are not included. Employees performing essential functions who do not show up for work at their assigned time will be charged for their absence in accordance with this policy. The decision to allow the use of accumulated time or to charge the employee with lost time is at the discretion of the ISBVI Superintendent.

The ISBVI Board directs the ISBVI Superintendent to ensure ISBVI staff, contractors, and volunteers compliance with this policy by:

1. Developing ISBVI Administrative Directives and Procedures to implement the ISBVI Board Policy on Severe Weather Staff Leave to a) serve as notice to staff, contractors, and volunteers; and b) clearly delineate and detail their responsibilities, expectations, and procedures to follow;
2. Providing ISBVI staff, contractors, and volunteers written notice and documenting their awareness and receipt of these documents by obtaining their signature
3. Affording initial and periodic on-going training to ISBVI staff, contractors and volunteers on the ISBVI Policy on Severe Weather Staff Leave and accompanying ISBVI Administrative Directives and Procedures.

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**Reviewed and Approved:** 1/11/10, 8/5/11, 10/21/13, 8/20/18